



Meeting Basics

Quorum

"Members present" equals a quorum for a meeting prior to the start of the season. For all other meetings, a quorum is a majority, in the absence of a specific rule regarding a quorum.

Meeting Routine

- Chairman (president and/or Youth league supervisor) opens a meeting by stating: "The meeting will please come to order and the secretary (and/or Youth league official) will call the roll."
- Secretary and/or Youth league official calls names of all officers and team captains, recording who is present as part of the minutes. Secretary and/or Youth league official also announces if a quorum is present.
- Secretary and/or Youth league official reads minutes of preceding meeting and board approves as is, or makes additions or corrections.
- President and/or Youth league supervisor calls for treasurer and/or Youth league official and chairpersons of appointed and special committees to make reports, as necessary.
- President and/or Youth league supervisor calls for discussion of all unfinished business.
- Board discusses and acts on new business.
- If scheduled, a program is presented under other business.
- Adjournment of meeting.





How to Make a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion, "I move..."
3. Second the motion, "I second..."
4. The Chair states, "It has been moved by (name) and seconded that..."
5. The Chair asks for discussion. Every member has the right to talk.
6. In taking the vote, the league has the following options:
 - a. voice vote
 - b. show of hands
 - c. ballot vote
7. Except where USBC Rules state otherwise, a majority must be reached to approve a motion. A majority is one more than half of the votes cast. For example: 25 people are present, 21 people cast votes, 11 votes are needed to pass the motion.
8. Upon completion of the vote count, the Chair rules on the vote and states the result.
9. The person making the motion may vote against it, but cannot speak against it.
10. Officers may vote on all issues.
11. A motion is lost on a tie vote.





Preparing an Agenda

When the president and/or Youth league supervisor plans ahead, meetings are smooth and efficient. The president and/or Youth league supervisor should prepare an agenda outlining scheduled business with the help of the secretary and/or Youth league official. This is a sample agenda:

1. Call to order.
2. Roll call of officers and team captains.
3. Action on minutes of last meeting (read by secretary and/or Youth league official).
4. Treasurer's and/or Youth league official's report.
5. Committee reports.
6. Correspondence.
7. Unfinished business.
8. New business.
9. Business for which the meeting is called.

Example: Adopting or discussing of league rules, including those where an option is available to the league (at first meeting), or election of officers (at end of season meeting).

10. Other business.
11. Adjournment.

Once the president and/or Youth league supervisor plans an agenda, it is simple to conduct a meeting. Keep in mind that for all members to participate and hear, only one person should be permitted to speak at a time. Keep order by using common sense, courtesy, fairness and cooperation.





Organizational Meetings

The organizational meeting is where league rules are adopted and other league business is discussed. Organizational meetings normally run smoothly if the league officers are prepared. Here are a few tips to help your meeting run smoothly.

The members present are the quorum for this meeting.

League meeting

- Set a date and place - Make sure you have enough time to review the league rules and discuss the schedule and any other issues.
- Notify captains/members.
- Copy and distribute the league rules for review.
- [Set an agenda.](#)
- If elections will be held have [ballots](#) ready.
- Review [how to make a motion.](#)
- Discuss [USBC Rule changes.](#)
- Discuss any scheduling issues. (Holidays, special events, Super Bowl for example)

Either the league board of directors or the membership adopts the rules.

Each rule should be addressed and voted on. A majority of the votes cast is needed to adopt rules. A majority is one more than half the votes cast.





Elections

Before the Meeting:

Candidates should review [Rule 102](#) to know the duties of the office.

The President appoints a Nominating Committee. The Nominating Committee seeks one or more candidate of each office. The league must elect:

- President
- Vice President
- Secretary
- Treasurer
- Or Secretary/treasurer
- Sergeant At Arms is optional

The Nominating Committee creates a separate [ballot](#) for each office having more than one candidate. One ballot with all the officers on it should not be used.

Be sure to have paper for ballots incase someone is nominated from the floor

At the meeting:

The President chairs the meeting except if running for office. The Vice President or member of the Nominating Committee chairs the meeting during the election for president.

Nominating Committee gives a report telling who is up for election. Elections begin with the highest position –

- President
- Vice President
- Secretary/Treasurer
- Sergeant At Arms

The chair, after announcing candidate(s) for each position separately, asks the body if there are any nominations from the floor. If none the chair declares the nominations closed, no motion is needed. If a member is nominated, no second is needed; the nominee is asked if they accept the nomination.

If there is only one nomination, the chair can ask for a motion to elect the candidate to the office by acclamation. There must be a second and a voice vote is taken.

After nominations are closed ballots are cast. The Nominating Committee collects and counts ballots. A candidate must receive a majority vote. A majority is one more than half of the votes cast. If no majority vote is reached, the vote continues. When more than two candidates are on the ballot the candidate with the lowest number of votes is removed from the ballot. If there is a tie, voting continues until a majority is reached.

The chair announces the total number of votes cast and the total needed for majority. Next the total number of votes cast for each candidate is announced. The officers take office upon the close of the meeting, provided the league has completed its schedule. All materials must be turned over to newly elected officers at the end of the season.





Sample Election Ballots

The sample ballots may be used by the nominating committee after the slate of candidates has been determined.

To use the ballots:

1. Complete the first ballot in the upper left hand corner.
 - a. Use the drop down arrow next to the Officer Position blank, to select the correct office position.
 - b. Fill in the candidates from the slate for that particular office position.
 - c. It is acceptable to have blank candidate positions on the ballot, as people may run from the floor.
2. The rest of the ballots will be automatically completed to match the first. There will be 12 ballots per page.
3. Print enough copies to give one ballot to each member of the voting body. For example a voting body of 40 people will require four copies to be printed.
4. Cut the ballots apart along the dotted line.
5. Repeat steps 1-4 for each remaining office position.



Office Position: President

Candidates:

1. _____
2. _____
3. _____
4. _____
5. _____

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League Officer's Protest Guide

League officials should try to resolve problems prior to receiving a written protest. When a bowler asks a question, try to answer it by using the *USBC Playing Rules & Commonly Asked Questions*. If you cannot find the answer, tell the bowler you will contact USBC for the information Rules@bowl.com or (800)514-BOWL ext. 8955.

A protest is filed, now what?

Protests should be filed in writing. However, an officer may choose to take action on a verbal protest. Officers should look out for what is best for the league. Any written protests must be acted upon by the league board of directors and should be done as soon as possible, provided the protest is timely.

Protests must be filed in writing within:

- 15 days of the event during the regular schedule
- 72 hours if the games challenged occurred on the last session of a segment or in the final two weeks of the season or playoff.

The protest is timely what do we do?

Follow the check list below...

- Schedule a meeting of the league board of directors which includes the team captains and league officers; invite all other concerned parties.
- Provide the board with copies of the written protest, league rules, and USBC Playing Rules involved.
- Keep detailed minutes of the meeting including a roster of those present and absent and vote count of the decision made.
- Review the applicable league rules and/or USBC Rules and Commonly Asked Questions in the USBC Playing Rules book for similar circumstances.
- Ask the parties involved questions pertaining to the matter. Dismiss non-board members prior to taking a vote.
- Ask for a motion to decide the protest, which must be seconded to be voted on. A motion that does not receive a second dies. Possible decisions include:
 - **Null and Void** - Action taken when a rule was violated, but mitigating circumstances were involved. Example, league officers may have misinformed the team captain. The board must also make the decision to either rebowl the games or use the percentage method for calculating position standings
 - **Forfeit** - Action taken when it finds a rule violated but no mitigating circumstances involved.
 - **Stand as Bowled** - After reviewing a protest, it is determined there is no cause for action.
- Vote on the motion; majority vote required. If no majority is reached the motion dies and another must be made. The board must make a decision.
- Notify the parties involved of the decision verbally and/or in writing and that an appeal can be filed within the timelines of Rule 119.





The board's decision stands unless overturned on appeal.

Appeals are filed in writing to the local association or USBC. If members of the local association board are involved in the matter, the appeal may be filed with USBC. An appeal with the local association, that decision may be appealed to USBC.

Appeals must be filed in writing within:

1. 15 days of being notified of the decision during the regular schedule.
2. 72 hours when notification occurs:
 - a) In the final two weeks of the league schedule.
 - b) At the end of a segment if the league bowls a split season.
 - c) After the league schedule has ended.
 - d) As a result of playoff competition.

